

Utah Department of Health, Bureau of Child Health and Safety/Child Care Licensing  
**Out of School Time Program Rule Enforcement Manual**  
Effective 01/15/10

---

## Introduction

This manual has been prepared for Out of School Time child care program owners and staff, and licensing staff, to help ensure statewide consistency in the understanding and enforcement of child care licensing rules. The manual contains the following information:

**Rule Text** – the text of each rule is printed in black bold font.

**Rational / Explanation** – Information under this heading explains the reason for each rule, and may also give additional helpful information about the rule.

**Enforcement** – Information under this heading gives any needed details on how a rule will be enforced, and the noncompliance level(s) for a violation of the rule.

Information in the Rationale/Explanation section for most rules contains a reference to “CFOC.” CFOC refers to the book *Caring for Our Children: Guidelines for Out-of-Home Child Care Programs*. This book contains health and safety standards for all types of child care programs. It is published by the American Academy of Pediatrics, the American Public Health Association, and the U.S. Department of Health & Human Services, Maternal and Child Health Bureau. The standards in *Caring for our Children* are generally accepted in the field as best practice standards for health and safety in child care programs. Utah has only implemented a portion of these standards in our child care licensing rules.

This manual will be periodically updated as needed, and is available via the Bureau of Licensing website at:

**<http://health.utah.gov/licensing>**

To verify if you have the most current version of the manual, check the date in the bottom left-hand corner of the manual pages with the date of the version currently available on the website.